

**CUSTODIAN ~ K-8**

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- A. Maintains a clean classroom by:
  - Sweeping, dust mopping, spot/wet mopping and/or vacuuming classroom floor
  - Dusting furniture
  - Cleaning chalkboards
  - Cleaning entryway and classroom door glass
  - Emptying trash receptacles
  - Changing trash receptacle liners
  - Removing graffiti
  - Changing light bulbs that can be changed safely
- B. Maintains and keeps outside areas safe by:
  - Reporting necessary repairs to supervisor and/or building principal
  - Ensuring safety of entryways, walkways and driveways by removing snow and/or ice and applying sand/salt/deicer as necessary during inclement weather
  - Maintaining clean building entrances and exits
  - Maintaining building grounds if assigned to a site requiring the duty
- C. Assists in maintaining building security by:
  - Ensuring that entrance and exit doors are working properly
  - Opening the building and ensuring it is ready for students and staff
  - Securing and locking all entrances and exits at the end of the regular school day that are not needed for evening events
  - Securing building doors and windows at the end of the last daily shift
  - Reporting all violent situations to teacher, supervisor and/or building principal
- D. Maintains clean and safe public areas by:
  - Maintaining clean and dry floors by sweeping, dust mopping, vacuuming, spot/wet mopping and scrubbing areas using appropriate equipment and supplies
  - Buffing floors
  - Regularly cleaning all class surfaces
  - Removing spills and stains as necessary to include marking off and taking care of trip & slip hazards
  - Cleaning interior fixtures in the building
  - Cleaning lockers and other furnishings
  - Shampooing carpets
  - Stripping, scrubbing and refinishing floors
- E. Maintains clean and safe lavatory facilities and locker rooms by:
  - Cleaning and disinfecting floors, toilets and all sanitary fixtures & drinking fountains
  - Collecting and disposing of all paper garbage
  - Maintaining all paper supplies and soap dispensers
- F. Maintains a safe and comfortable environment by:
  - Striving to be attentively aware of changes in the surrounding area to quickly recognize and report concerns, accidents and equipment or system failures to supervisor and/or building principal
  - Monitoring safety devices on boilers/furnaces, changing filters, checking & maintaining exit lamps, fire extinguishers, motors, heating units, etc. if properly trained and assigned to a site requiring the duty
  - Playing an active role in creating a safe and healthy workplace through compliance with applicable safety & health rules
  - Performing minor repairs (i.e. adjusting desk and chair height, hanging shades, installing pencil sharpeners)

- G. Assists activity coordinators and activity supervisors by:
  - Setting up and cleaning areas needed for events
  - Collecting and removing garbage
- H. Assists lunch staff by:
  - Setting up and taking down lunch tables
  - Removing garbage
  - Sweeping and scrubbing lunchroom floors
- I. Maintains a cooperative and professional relationship with staff and supervisors by:
  - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
  - Effectively communicating with those contacted in the course of the work day
- J. Maintains a high level of ethical behavior and confidentiality of any information regarding students, staff and all job-related matters.
- K. Team Responsibilities:
  - Works independently with infrequent supervisory instruction
  - Occasionally required to assist substitute custodians
- L. Other job-related duties as required by the K-8 Building Principal

**MINIMUM QUALIFICATIONS:**

- Education, Licensure
  - High school diploma or equivalent
  - Completion of Adult Education Boiler Course or Low Pressure Boiler License *preferred* if assigned to a site requiring the training
- Experience
  - One year of successful custodial experience *preferred*
- Knowledge, Skills and Abilities
  - Knowledge/practice of safety rules and procedures including, but not limited to, Material Safety Data Sheets (MSDS) *preferred*
  - Knowledge of and ability to provide proper care & maintenance of tile and carpet floor finishes *preferred*
  - Ability to appropriately use custodial cleaning & maintenance equipment *preferred*
  - Knowledge of and ability to clean & lubricate heating and ventilation units, excluding maintenance of mechanically advanced filters, *preferred* if assigned to a site requiring this duty
  - Ability to understand and carry out written and oral instructions
  - Ability to handle stressful situations
  - Ability to work effectively without close supervision
  - Ability to successfully fulfill assigned duties
  - Ability to effectively manage time and responsibilities
  - Ability to understand and implement district safety rules and procedures
  - Ability to establish and maintain effective working relationships with staff members and others contacted in the course of the work day
  - Ability to effectively communicate with students, staff and the public
  - Knowledge of and ability to use positive problem solving skills
  - Demonstrated ability to lift loads up to 50 pounds. Certification of good health, including a back evaluation and physical examination upon request
  - Ability to operate specialized cleaning and maintenance tools as needed
  - Ability to learn basic computer skills as necessary

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works both inside and outside in various weather conditions. Exposure to hot, cold, wet, humid and windy conditions may be experienced while performing the essential functions of the job. The noise level in the work environment is usually moderate but can be noisy depending on the task at hand. The employee may be exposed to fumes, airborne particles, and toxic/caustic chemicals, as well as biological agents.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend and lift/carry up to 50 pounds occasionally and 35 pounds frequently. Bending, climbing stairs & ladders, kneeling, pushing, reaching, lifting and extending arms overhead and twisting at the neck & waist for long periods of time may also be required. Must have an adequate range of motion in upper extremities. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**MENTAL/MOTOR DEMANDS:** While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints, must maintain attentiveness intensity and be vigilant to avoid injury or illness. The employee is frequently involved in interactions which require oral and written communications.

*The physical demands & work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**IMMEDIATE SUPERVISOR:** K-8 BUILDING PRINCIPAL

**EVALUATION:** Performance of this job will be evaluated in accordance with established provisions.

**TERMS OF EMPLOYMENT:** Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

**EQUAL OPPORTUNITY EMPLOYER**

*Updated: November 2022*